



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

Division of Disability and Rehabilitative Services

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To: Consumers, providers, case managers, and stakeholders who support individuals with developmental disabilities in Indiana

From: Peter A. Bisbecos, DDRS Director

Re: **New Review Process by Needs Assessment Teams**

Date: November 30, 2009

The Division of Disability and Rehabilitative Services (DDRS) facilitates effective partnerships which enhance the quality of life for people we serve in the community and pursuits of their choice. In keeping with this mission, we have developed a review process for ensuring that appropriate services and supports are in place for individuals receiving services on a Developmental Disabilities (DD) or Autism (AU) Medicaid Waiver.

We have assembled a group of professionals to assist us with the review process. The needs assessment reviews will be conducted by the Needs Assessment Teams (NATs). Each team will be made up of a group of four (4) individuals including a nurse, a case manager, a behaviorist, and a quality assurance professional.

On November 9, 2009, NATs began training on the process. The purpose of this process is to ensure we are appropriately meeting the needs of each individual by taking a comprehensive look at programming, services used, and blend of services. NATs will begin conducting the first fifty needs assessment reviews on consumers identified by DDRS as having the greatest and most challenging needs on November 30, 2009.

Please refer to the next page for a summary of the review process.



Stage 1:

NATs will complete a comprehensive review of all available information about an individual, including but not limited to, the following documents:

- Individualized Support Plans (ISP)
- Plans of Care/Cost Comparison Budgets (POC/CCB)
- Behavioral Support Plans
- Incident Reports (IRs)
- Risk Plans
- Service Utilization Reports

Stage 2:

The review process may or may not include a site visit by the NATs to the waiver participants home. If deemed necessary, the visit will be scheduled by the individuals case manager. Members of the Individualized Support Team (IST) are invited and encouraged to attend the review session, but are not required. As long as the waiver participant is present, the visit will take place. The in-home review process will take approximately one (1) hour. During the review, NATs may direct questions to the waiver participant and others who are present, observe the individual in the home environment, and request to see program documentation.

Stage 3:

NATs will compile and document the results of the review, along with their recommendations. This information will be sent electronically to DDRS.

Further details and instructions will be forthcoming as DDRS assesses the information gathered from the first fifty (50) reviews. If you have questions or concerns about the NATs, the following resources are available to assist you:

- E-mail Help Line: BDDSHelp@fssa.IN.gov
- Phone Help Line: 1-800-545-7763
- DDRS website: <http://www.ddrs.IN.gov>

Thank you.